Evaluation Entry System Overview

Module 5: EES Overview

as of 10 June 2015

Agenda

- Accessing EES
- Landing Page
- OER
- NCOER
- Recent Activity
- Tools
- Evaluation Support and Help
- External Links and Resources

Unclassified

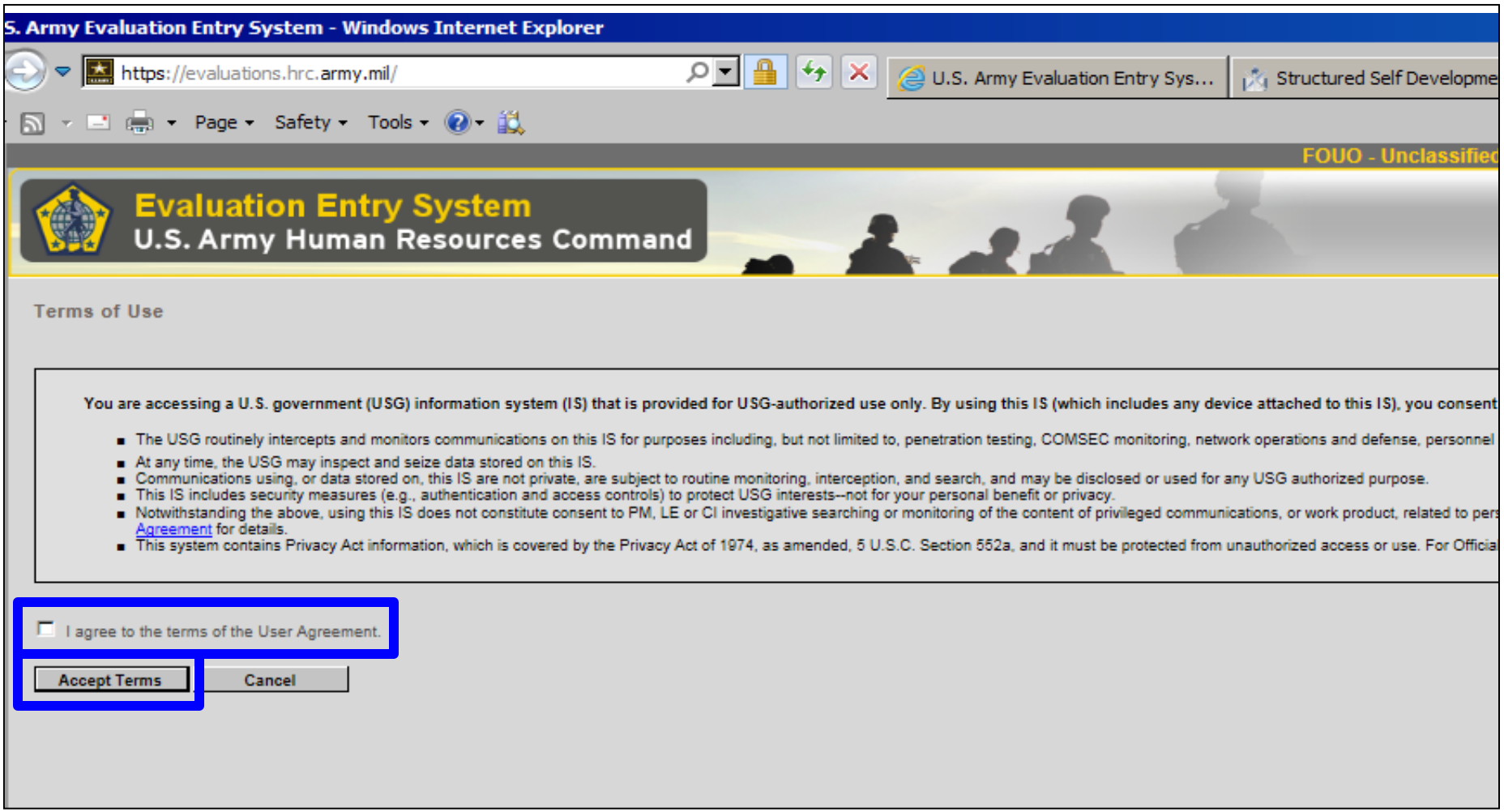
Evaluation Entry System (EES)

https://evaluations.hrc.army.mil/
(EES website)

https://evalentry.hrc.army.mil/
(NCOER training environment)

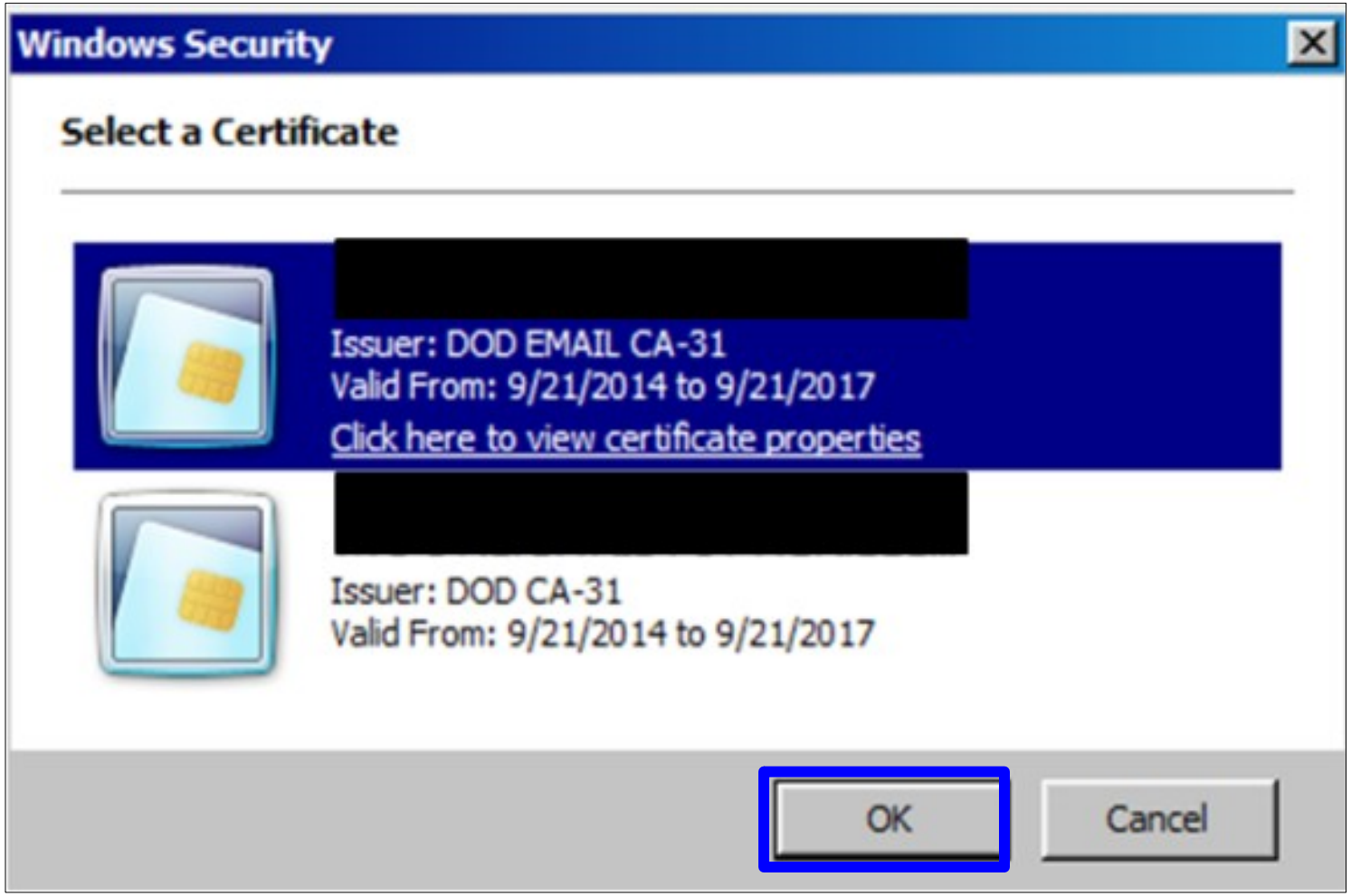
Unclassified

EES Terms Page


S. Army Evaluation Entry System - Windows Internet Explorer
https://evaluations.hrc.army.mil/
U.S. Army Evaluation Entry Sys...
Structured Self Developme
Page
Safety
Tools
FOUO - Unclassified
Evaluation Entry System
U.S. Army Human Resources Command
Terms of Use
You are accessing a U.S. government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent
The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel
At any time, the USG may inspect and seize data stored on this IS.
Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to pers
Agreement for details.
This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Officia
I agree to the terms of the User Agreement.
Accept Terms
Cancel

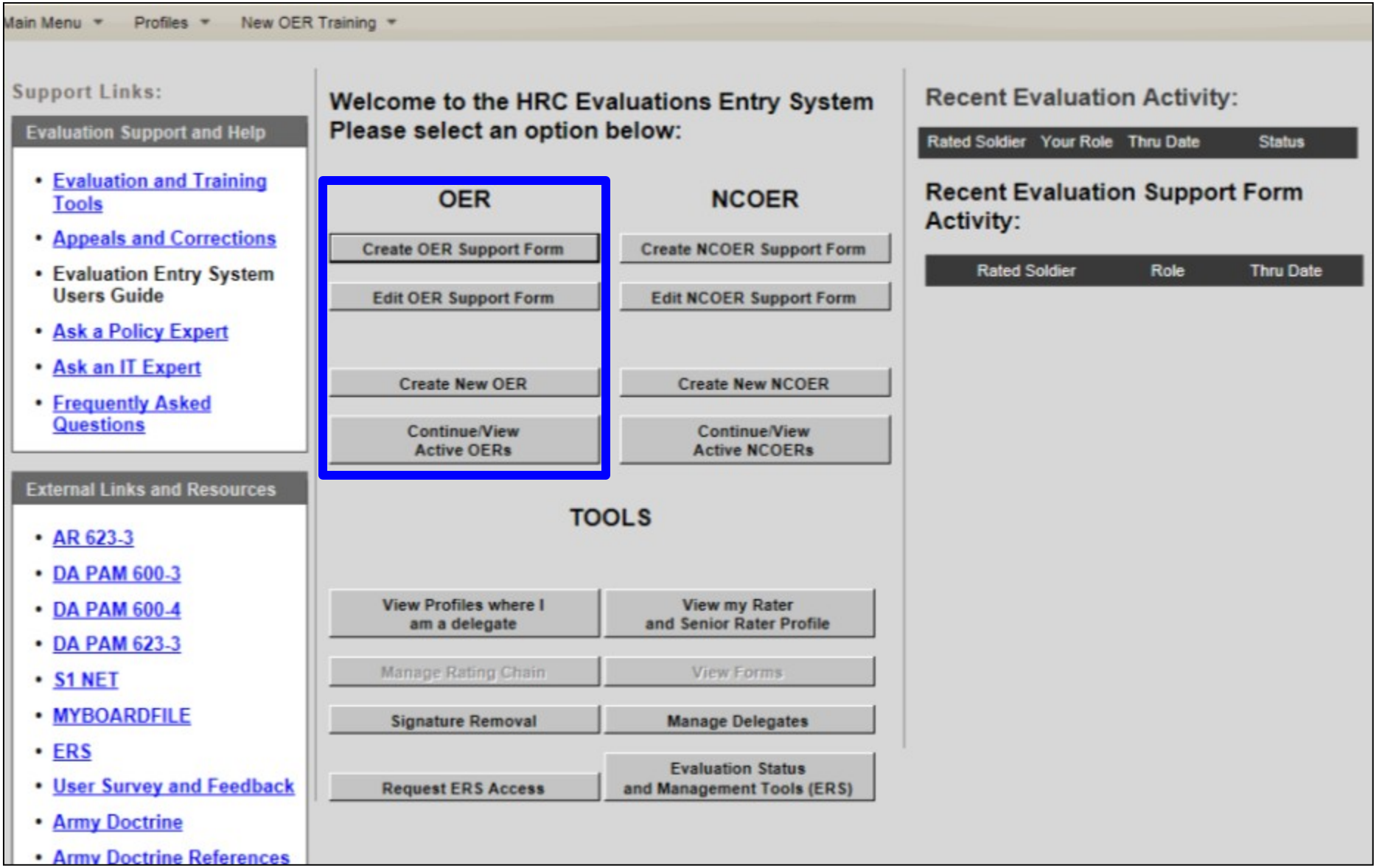
Unclassified

EES Digital Credentials



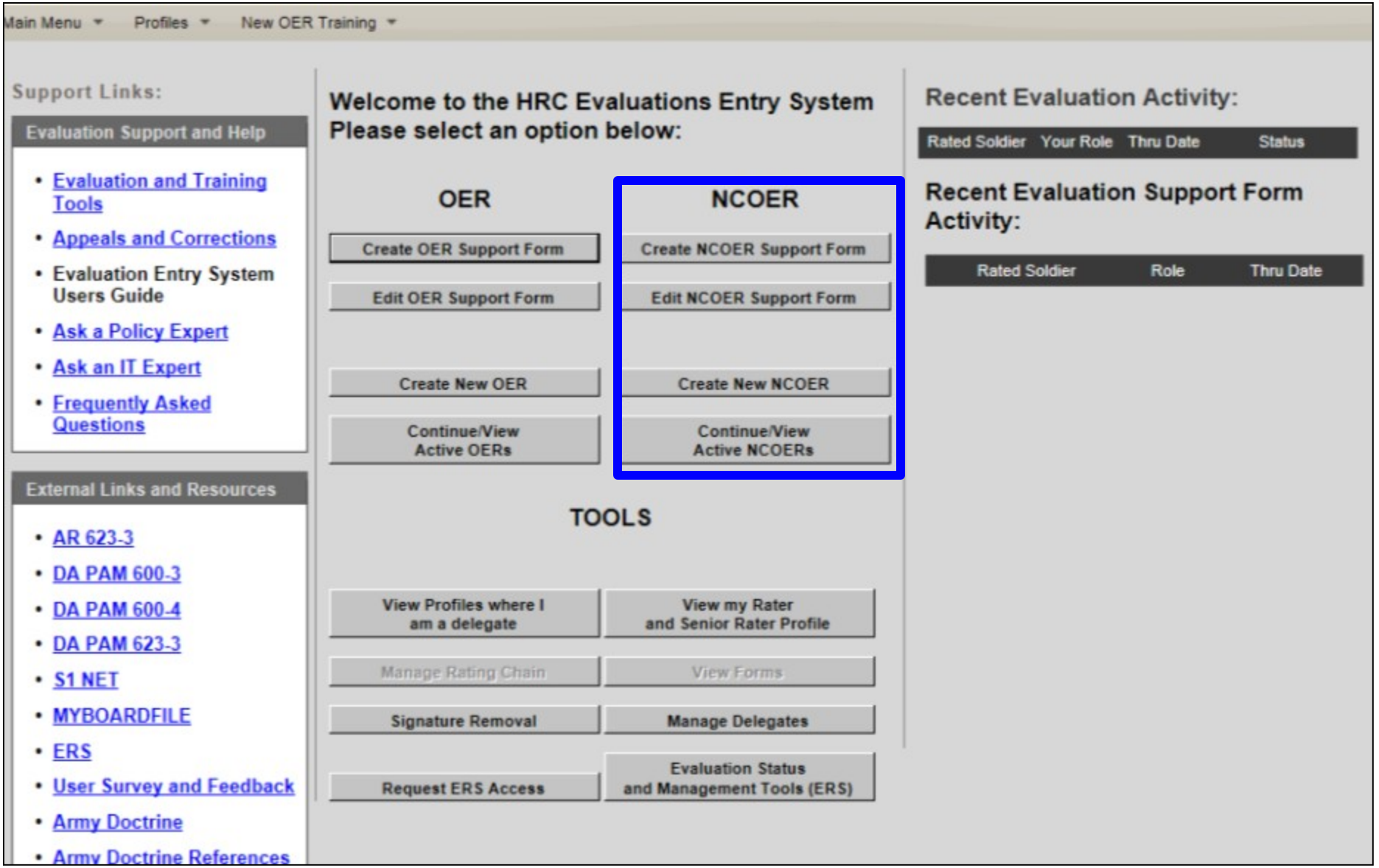
Unclassified

OER



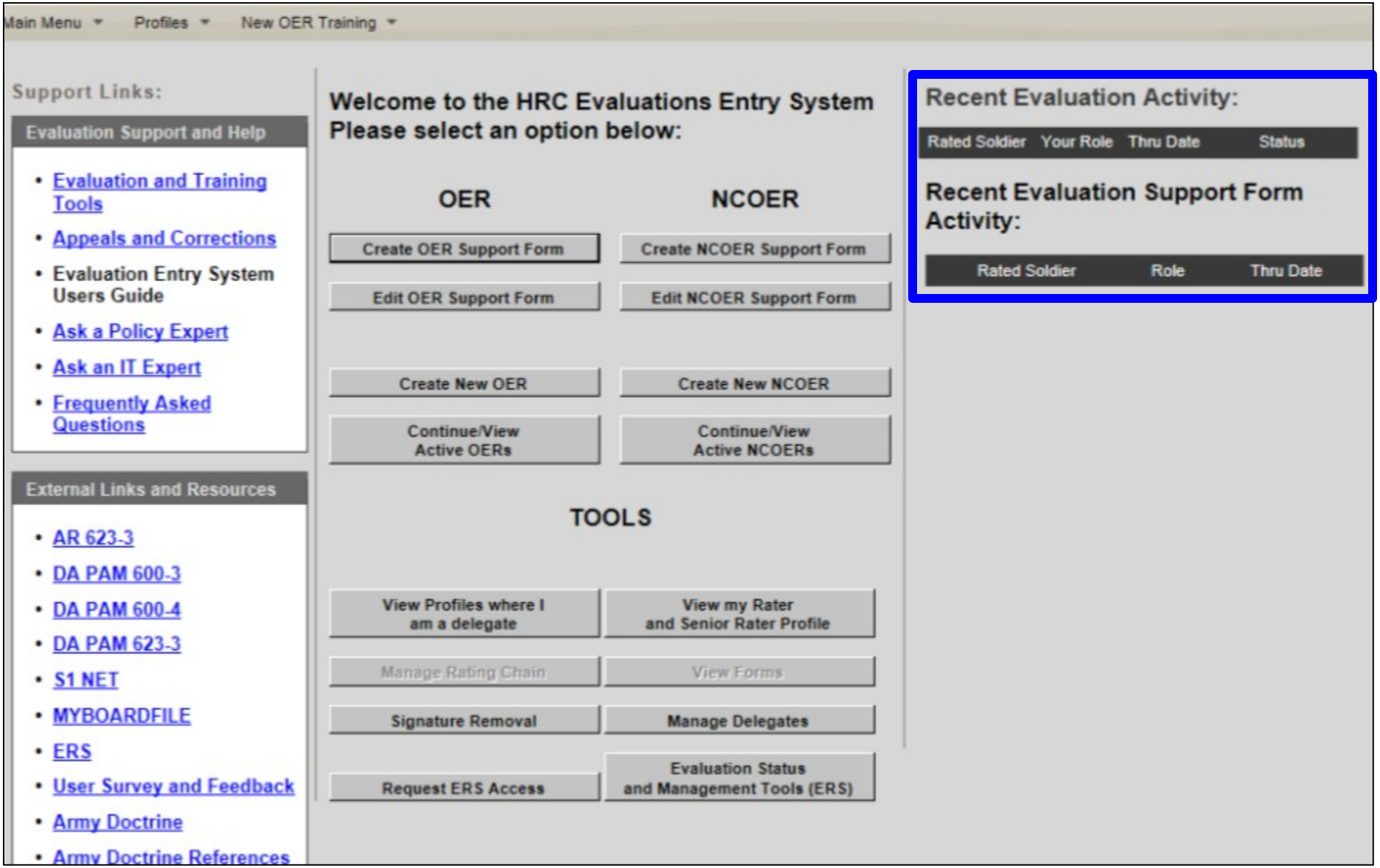
Unclassified

NCOER



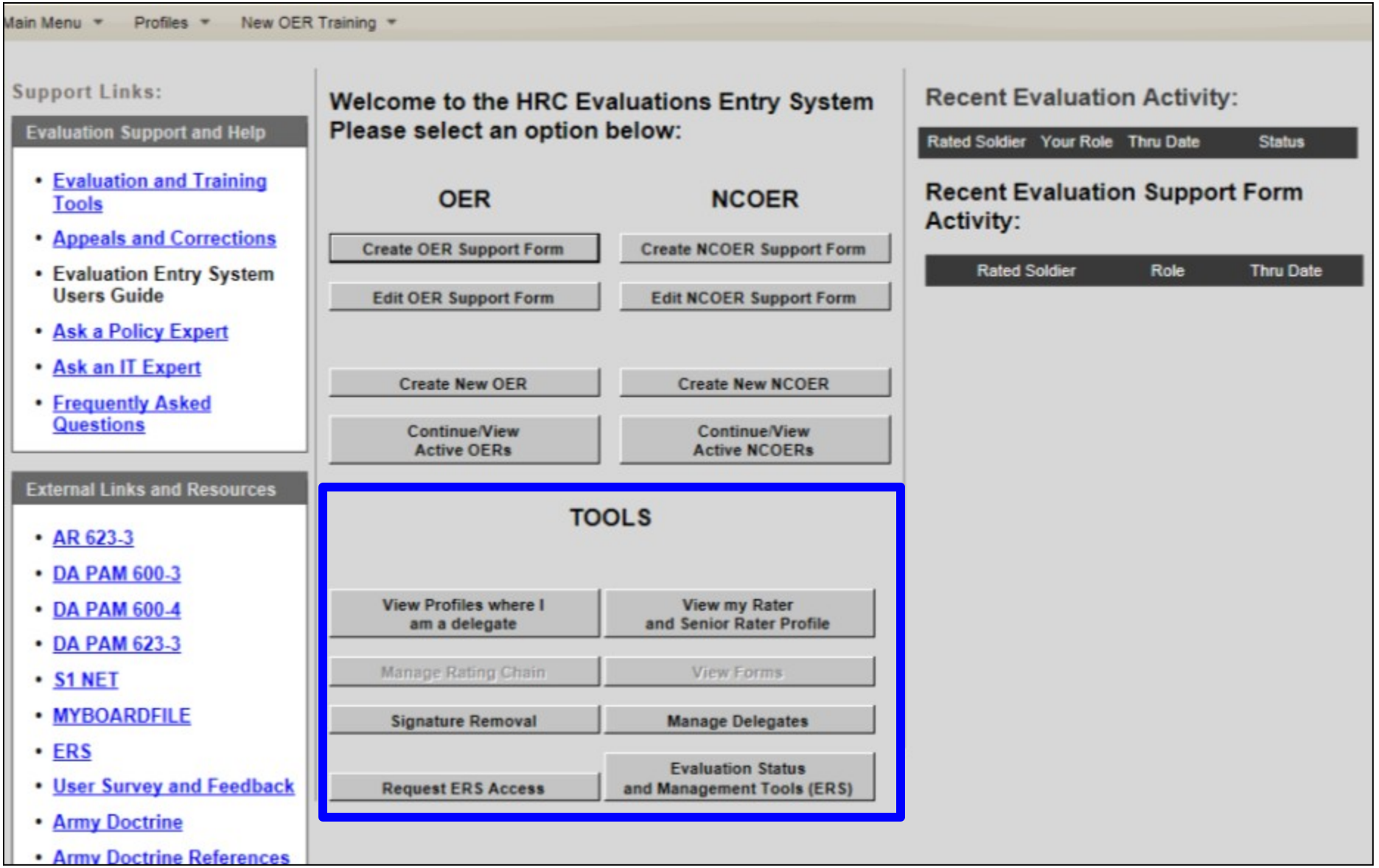
Unclassified

Recent Activity



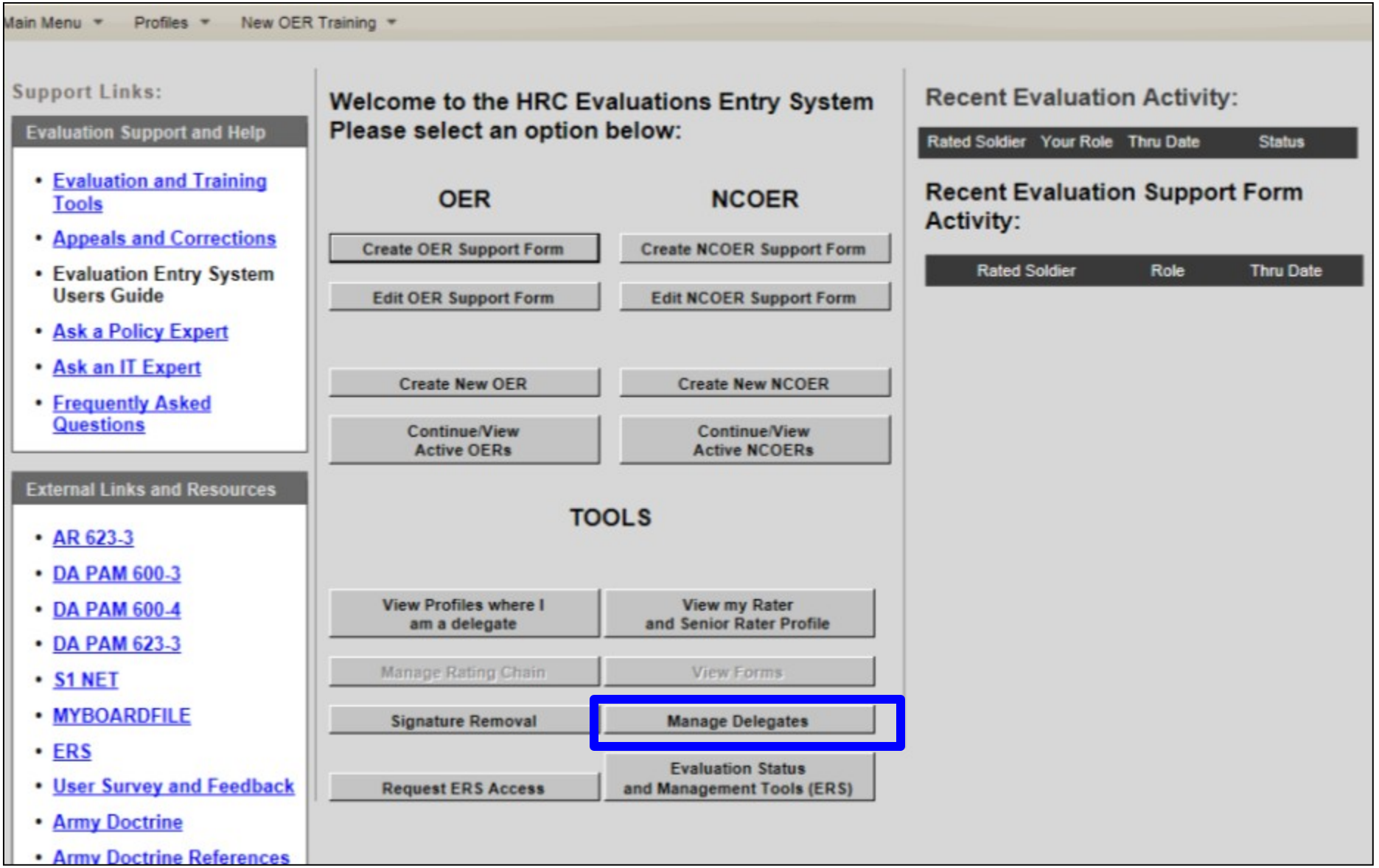
Unclassified

Tools



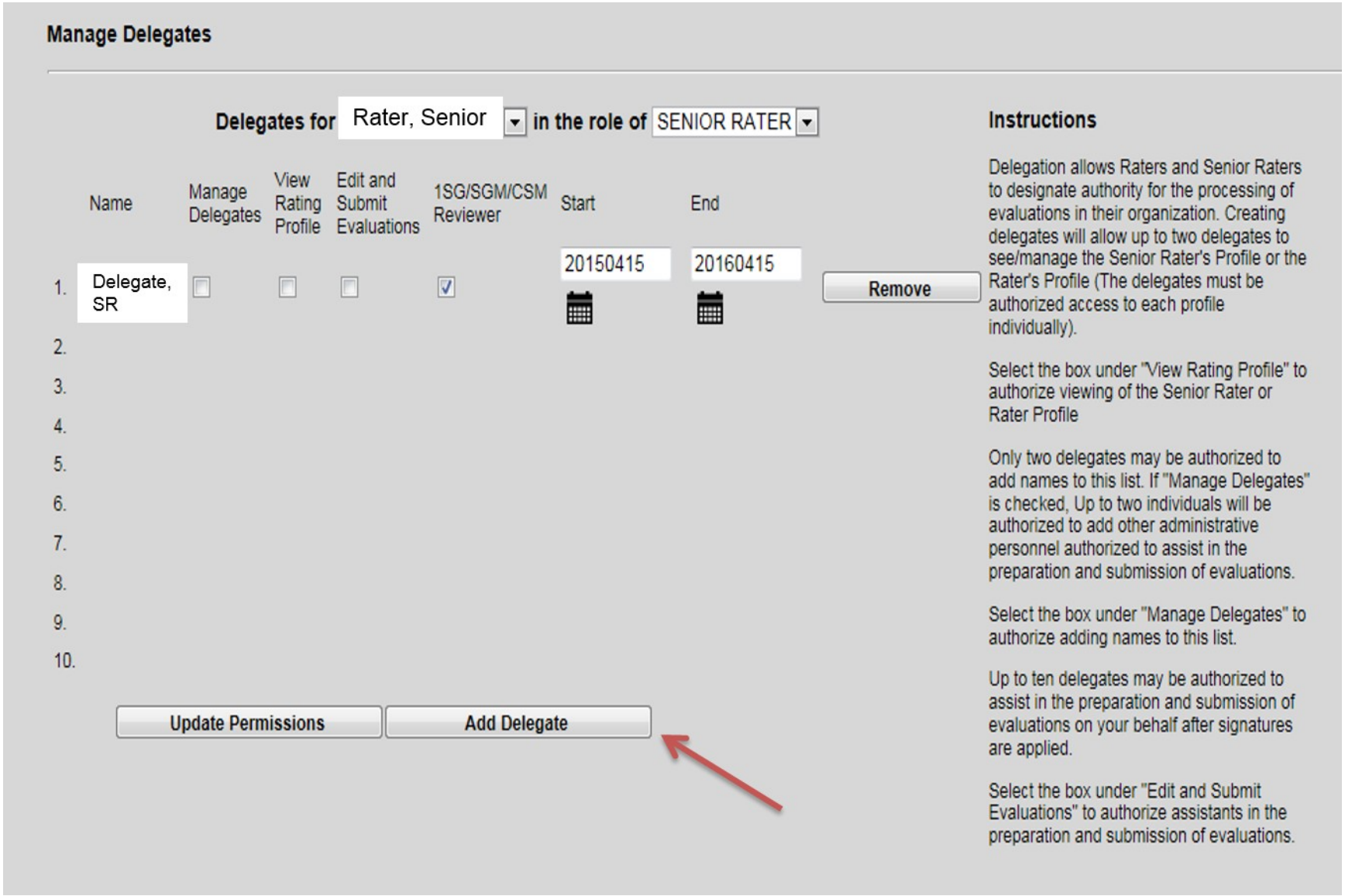
Unclassified

Manage Delegates



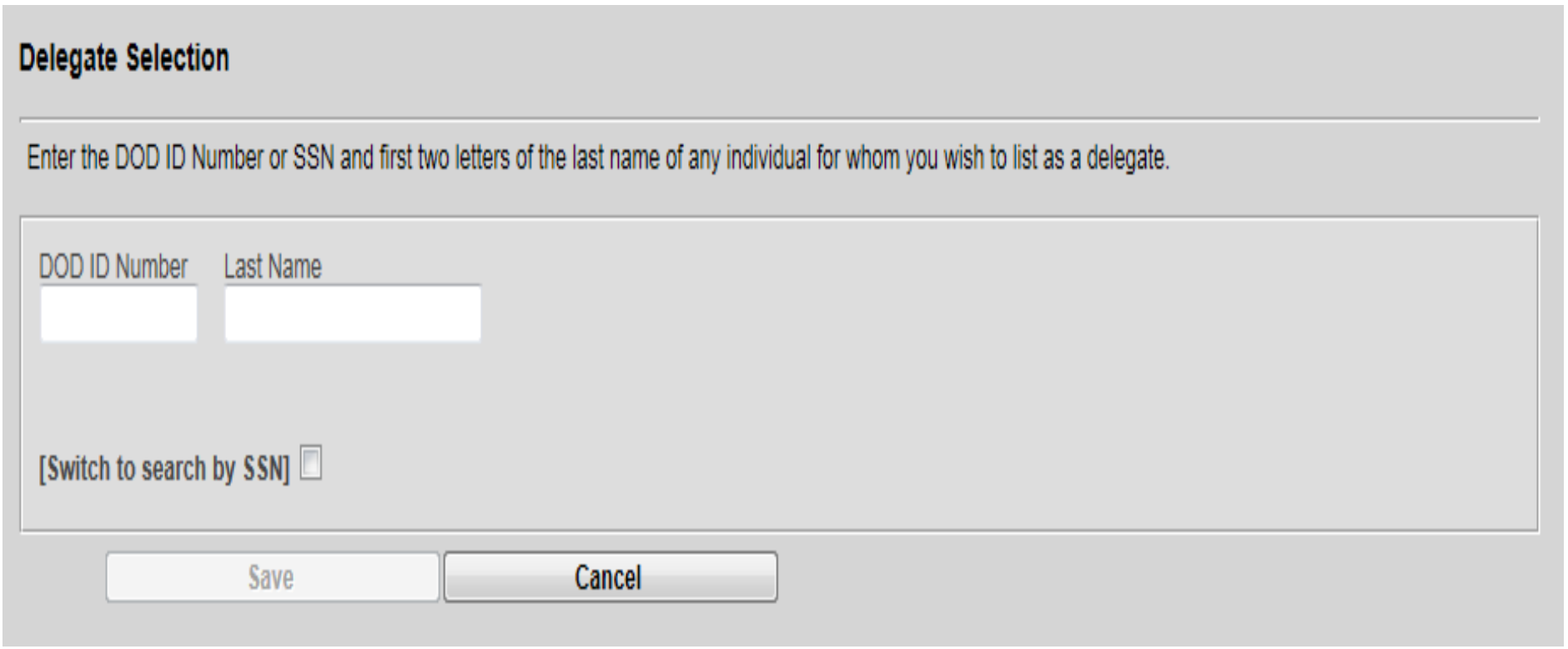
Unclassified

Manage Delegates (cont.)


Manage Delegates
Delegates for Rater, Senior in the role of SENIOR RATER
Name
Manage Delegates
View Rating Profile
Edit and Submit Evaluations
1SG/SGM/CSM Reviewer
Start
End
1. Delegate, SR
20150415
20160415
Remove
2.
3.
4.
5.
6.
7.
8.
9.
10.
Update Permissions
Add Delegate
Instructions
Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater's Profile or the Rater's Profile (The delegates must be authorized access to each profile individually).
Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile
Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, Up to two individuals will be authorized to add other administrative personnel authorized to assist in the preparation and submission of evaluations.
Select the box under "Manage Delegates" to authorize adding names to this list.
Up to ten delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.
Select the box under "Edit and Submit Evaluations" to authorize assistants in the preparation and submission of evaluations.

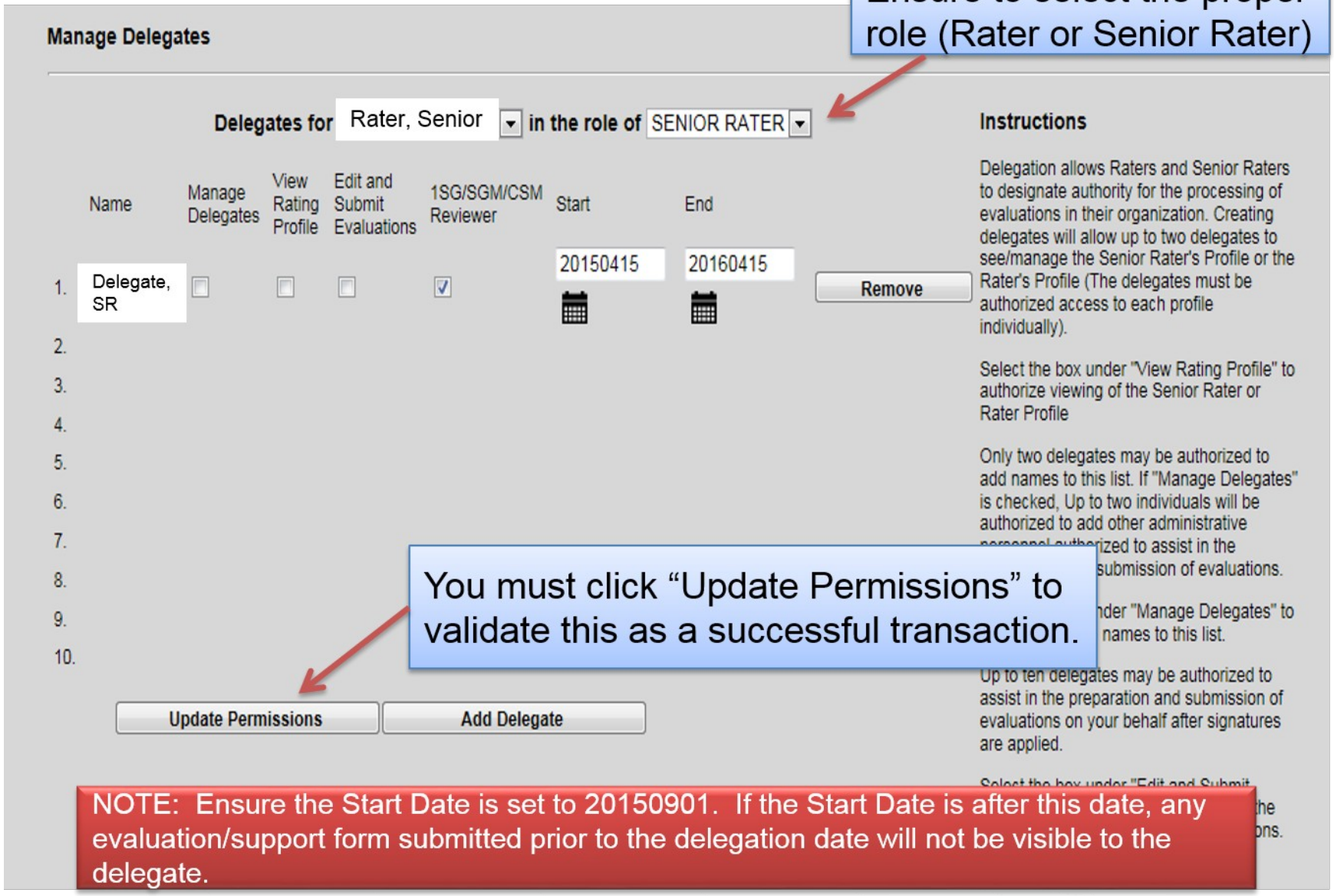
Unclassified

Manage Delegates (cont.)


Delegate Selection
Enter the DOD ID Number or SSN and first two letters of the last name of any individual for whom you wish to list as a delegate.
DOD ID Number
Last Name
[Switch to search by SSN]
Save
Cancel

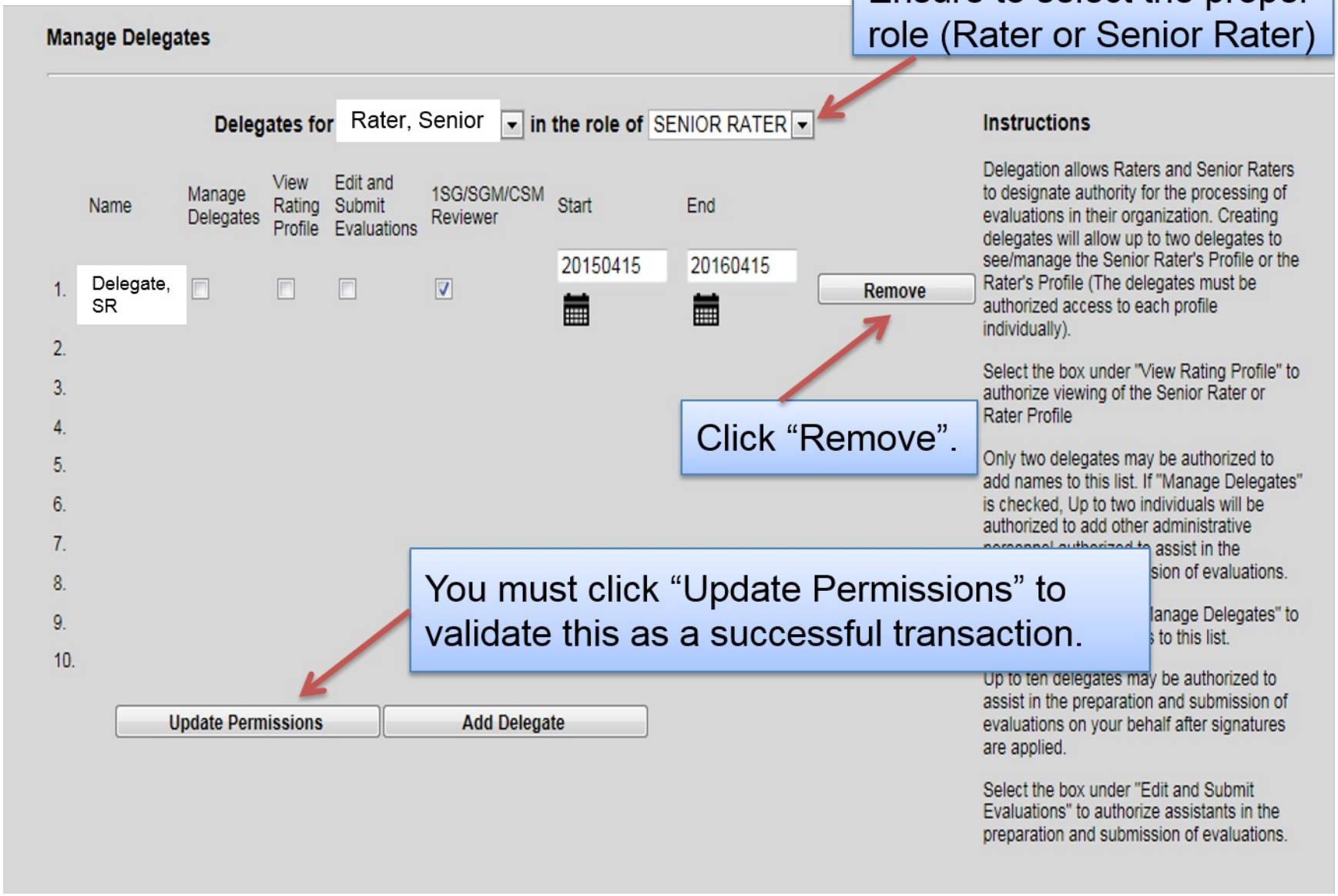
Unclassified

Manage Delegates (cont.)


Ensure to select the proper role (Rater or Senior Rater)
Manage Delegates
Delegates for Rater, Senior
in the role of SENIOR RATER
Name
Manage Delegates
View Rating Profile
Edit and Submit Evaluations
1SG/SGM/CSM Reviewer
Start
End
1. Delegate, SR
20150415
20160415
Remove
2.
3.
4.
5.
6.
7.
8.
9.
10.
Update Permissions
Add Delegate
Instructions
Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater's Profile or the Rater's Profile (The delegates must be authorized access to each profile individually).
Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile
Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, Up to two individuals will be authorized to add other administrative
submission of evaluations.
nder "Manage Delegates" to
names to this list.
Up to ten delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.
You must click “Update Permissions” to validate this as a successful transaction.
NOTE: Ensure the Start Date is set to 20150901. If the Start Date is after this date, any evaluation/support form submitted prior to the delegation date will not be visible to the delegate.

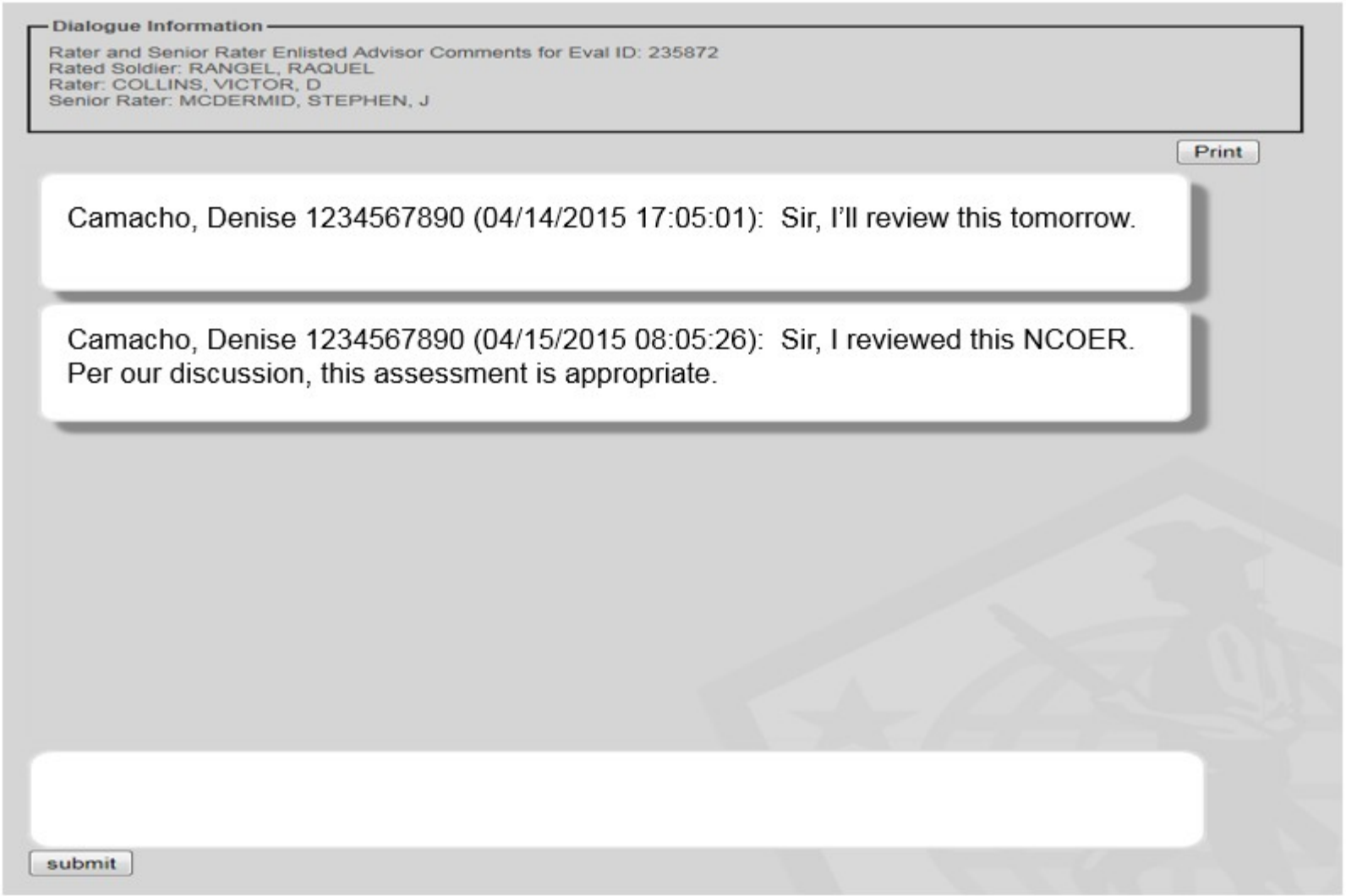
Unclassified

Manage Delegates (cont.)


Ensure to select the proper role (Rater or Senior Rater)
Manage Delegates
Delegates for Rater, Senior in the role of SENIOR RATER
Name
Manage Delegates
View Rating Profile
Edit and Submit Evaluations
1SG/SGM/CSM Reviewer
Start
End
1. Delegate, SR
20150415
20160415
Remove
2.
3.
4.
5.
6.
7.
8.
9.
10.
Click “Remove”.
You must click “Update Permissions” to validate this as a successful transaction.
Update Permissions
Add Delegate
Instructions
Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater's Profile or the Rater's Profile (The delegates must be authorized access to each profile individually).
Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile
Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, Up to two individuals will be authorized to add other administrative
assist in the
sion of evaluations.
anage Delegates" to
to this list.
Up to ten delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.
Select the box under "Edit and Submit Evaluations" to authorize assistants in the preparation and submission of evaluations.

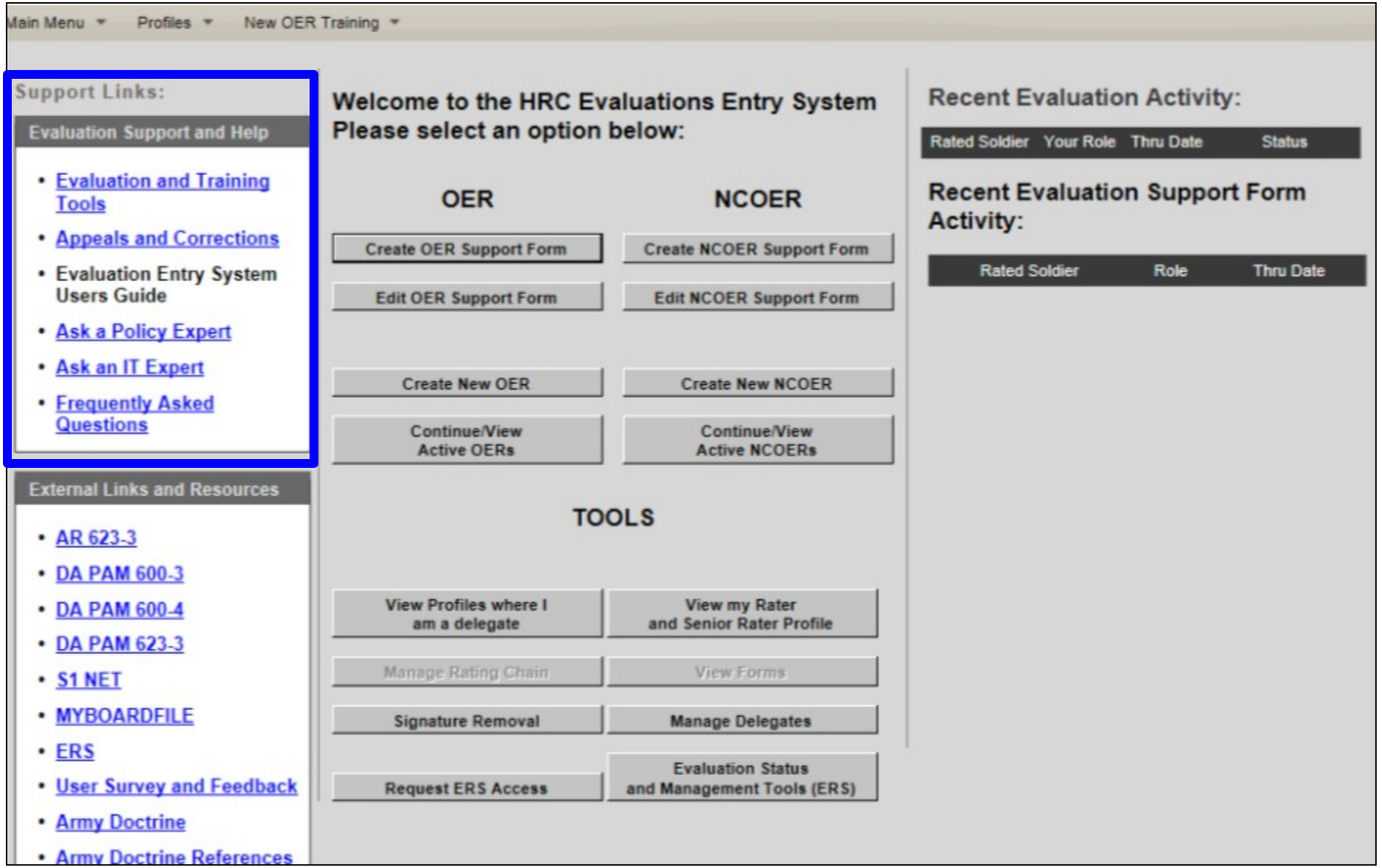
Unclassified

Enlisted Advisor Comments


Dialogue Information
Rater and Senior Rater Enlisted Advisor Comments for Eval ID: 235872
Rated Soldier: RANGEL, RAQUEL
Rater: COLLINS, VICTOR, D
Senior Rater: MCDERMID, STEPHEN, J
Print
Camacho, Denise 1234567890 (04/14/2015 17:05:01): Sir, I'll review this tomorrow.
Camacho, Denise 1234567890 (04/15/2015 08:05:26): Sir, I reviewed this NCOER. Per our discussion, this assessment is appropriate.
submit

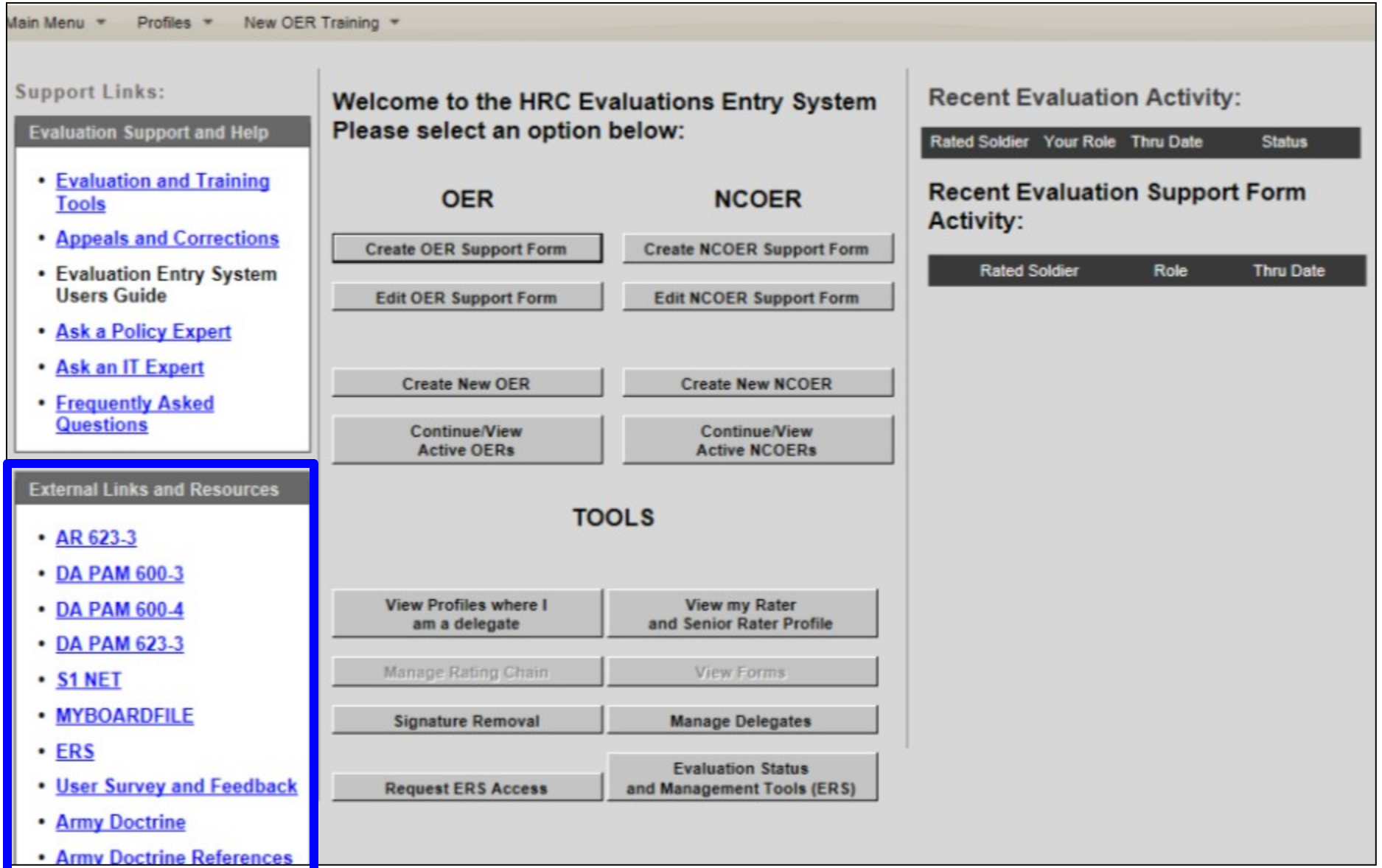
Unclassified

Support Links



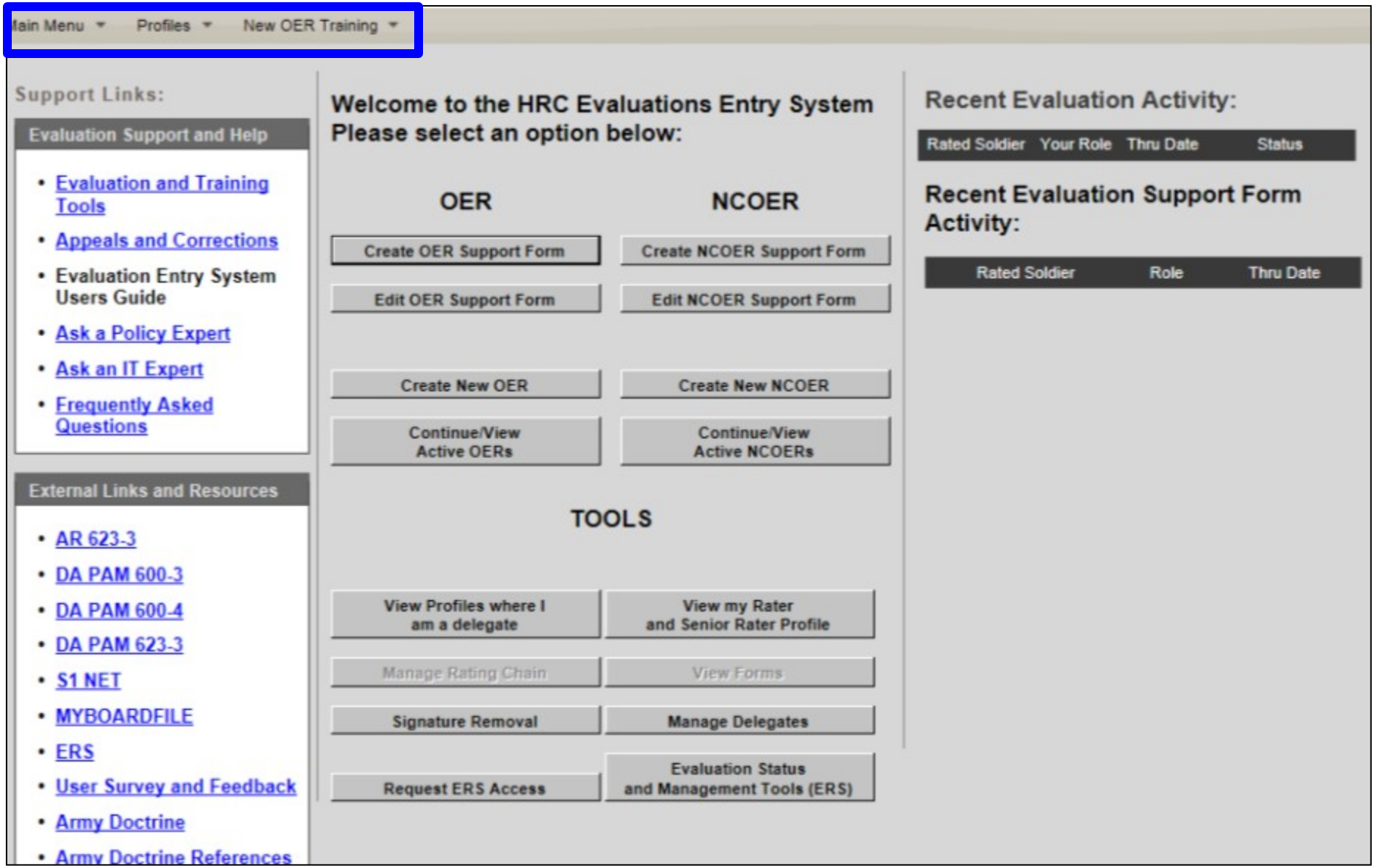
Unclassified

External Links and Resources



Unclassified

EES Landing Page



Unclassified

Check on Learning

1. When can users access NCOERs and NCOER Support Forms on the EES website?

2. How many Evaluations can the user view in the Recent Activity Section?

3. How can the user view his / her profile?

4. How can the user contact HRC's "IT Expert?"

Unclassified

Summary

- Accessing EES
- Landing Page
- OER
- NCOER
- Recent Activity
- Tools
- Evaluation Support and Help
- External Links and Resources

Unclassified

Questions

Ask an IT Expert:
usarmy.knox.hrc.mbx.it-help-desk@mail.mil

Unclassified